



**SCOTT WALKER**  
GOVERNOR

**MIKE HUEBSCH**  
SECRETARY

Division of Facilities Development  
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August 1, 2013

MEP Associates LLC  
2720 Arbor CRT Suite A  
Eau Claire, WI 54701

RE: Relocate Servers  
Agency: UNIVERSITY OF WISCONSIN  
Institution: EAU CLAIRE CAMPUS

Project Number: 13G2M  
Building: MCINTYRE LIBRARY - ADDN1

Dear Dan Gerth:

Your firm has been selected under the authority of the Small Projects Program in accordance with your firm's current fees as of 3/26/2013 uploaded to your WisBuild AE Data Record and the requirements for submitting a fee proposal for small projects: [http://www.doa.state.wi.us/docs\\_view2.asp?docid=1038](http://www.doa.state.wi.us/docs_view2.asp?docid=1038), to provide professional services for the above project. The services to be provided are generally defined by the attached scope of work and as further defined by the DFD project manager and agency contact.

Within two (2) weeks upon receipt of this letter, MEP Associates LLC, shall initiate a meeting at the site with the agency contact, Terry Classen, inviting the DFD Project Manager, Cleven McChesney, to attend. The purpose of the meeting is to better define the scope of services, budget, confirm existing conditions, determine the availability of record drawings, discuss the agency desired project schedule and any other pertinent considerations.

Provide an original written proposal, either via e-mail or mail, to the Project Manager with a copy to Contract Officer, Lisa Pearson, within 14 days of this meeting. Your proposal should follow the AE Proposal Template (<http://www.doa.state.wi.us/docview.asp?docid=7282&locid=4>) and reference the DFD Project Number and be as specific as possible in regard to the scope and fees:

- The scope of services shall include all the above referenced considerations, anticipated meetings, construction-related activities and any other project related tasks.
- The fee proposal shall include your fee, agreed upon contract type (lump sum or hourly + expenses/not to exceed), any sub-consultant fees and expenses, quantity of construction site visits PER DISCIPLINE, and any anticipated reimbursable expenses. AS THE SCOPE OF THIS PROJECT IS STRICTLY A/E SERVICES, THE A/E AND THE A/E'S SUBCONSULTANTS SHALL SUBMIT A FEE PROPOSAL INDICATING A DETAILED TASK BREAKDOWN BY TASK WITH ASSOCIATED HOURS AND HOURLY RATES OF THE VARIOUS STAFF ASSIGNED EACH TASK. ALL PROJECT-RELATED EXPENSES SHALL ALSO BE INDICATED AND COMPLIANT WITH THE REQUIREMENTS FOR ELIGIBILITY FOR SMALL PROJECTS. FINALLY, THE A/E SHALL CLEARLY IDENTIFY ALL DELIVERABLES, INCLUDING THE QUANTITY AND FORMAT. PLEASE ALSO BE AWARE THAT THE STATE RATE FOR LODGING HAS DECREASED TO \$70/NIGHT, EXCEPT MILWAUKEE AT \$80/NIGHT.
- Include in the proposal the name of the contact person in your office who will be responsible for this work as well as the names of any proposed consultants and primary contacts.

Please note that record drawings are to be provided for all construction projects. All drawings are to be provided in the form of one electronic copy and one hardcopy.

THE AE IS REQUIRED TO SUBMIT THE LIST OF SUBCONSULTANTS AT THE TIME OF PROPOSAL SUBMITTAL. YOUR SUBCONSULTANTS ARE REQUIRED TO BE REGISTERED WITH AN AE DATA RECORD BEFORE THE CONTRACT IS INITIATED. To register for an AE Data Record, the Subconsultant shall please contact the WisBuild Program Administrator at [www.wisbuild@doa.state.wi.us](mailto:www.wisbuild@doa.state.wi.us).

- **All work shall conform to the DFD A/E Policy and Procedures Manual and the Small Projects Guidelines.**

Your proposal is requested within two (2) weeks following the initial site meeting. Should that not be possible, please contact me immediately. Upon receipt, review and approval of your proposal, a contract will be initiated.

Upon review and approval of your proposal, a contract for your execution will be initiated.

**ABSOLUTELY NO WORK IS AUTHORIZED UNTIL YOU HAVE RECEIVED A "NOTICE TO PROCEED" AND COPY OF THE FULLY EXECUTED CONTRACT FROM THE DIVISION OF FACILITIES DEVELOPMENT.**

We look forward to working with you on this project. If at any time you have any questions or concerns, please contact me.

Sincerely,

Cathy O. Weiss, AE Contract Officer  
Phone: (608) 261-6250  
E-Mail: <mailto:Cathy.Weiss@wisconsin.gov>

**Scope of Work:**

Description: UW-EC requests an engineering study to relocate the UW-EC Data Center from Schofield room 6 to the McIntyre Library room 5015. The study would produce a detailed description of what room 5015 would need to accommodate the relocated servers and detailed cost estimates.

Explanation: The mainframe computer room in Schofield room 6 is in the basement of Schofield Hall and in the 100 year flood plain. Flood waters have multiple ways of entering this basement area. Once flood water has inundated room 6, servers for all of UW-Eau Claire would have to be taken out of service. This would also take down internet service for better than 250 WISNET members -- which includes UW-Stout and UW-Superior.

Estimated Const. Cost: \$5,000.00

DFD Project Manager: Cleven McChesney

E-Mail: [cleven.mcchesney@wisconsin.gov](mailto:cleven.mcchesney@wisconsin.gov)

P.M. Phone: 6082674889

Agency Contact: Terry Classen

Agency Phone: 7158365278

Agency: UNIVERSITY OF WISCONSIN